



South Carolina
Department of Insurance

MARK SANFORD
Governor
SCOTT H. RICHARDSON,
Director of Insurance

IMPORTANT NOTICE

TO: All Licensed Producers and Insurers

FROM: Scott H. Richardson, CPCU
Director

SUBJECT: MANDATORY ONLINE PRODUCER RENEWAL PROCESS

DATE: June 19, 2009

Effective June 2, 2009, South Carolina law requires **all** producers licensed in South Carolina (except those producers with travel/baggage authority only) to renew their license biennially and pay a \$25 renewal fee. In addition, Budget Proviso 62.3 of the General Appropriations Act for Fiscal Year 2009-2010 authorizes the Department to immediately implement the \$25 renewal license fee so that it may timely implement the provisions of the South Carolina producer licensing law.

Additionally, all producers licensed by June 2, 2009 are required to renew their license by completing an online renewal application and paying the \$25 renewal fee. **PLEASE DO NOT SUBMIT OR MAIL PAPER RENEWAL APPLICATIONS AS PAPER RENEWAL APPLICATIONS WILL NOT BE PROCESSED BY THE DEPARTMENT.** All license renewals must be done electronically in accordance with the procedures outlined below.

The producer renewal period begins July 1, 2009 and ends November 1, 2010. All producers must renew their licenses by November 1, 2010. **THE LICENSES OF ALL PRODUCERS WHO HAVE NOT RENEWED BY NOVEMBER 1, 2010 WILL AUTOMATICALLY BE CANCELED ON NOVEMBER 2, 2010.** Any producer who does not comply with renewal requirements by November 1, 2010 will be required to reapply. Resident producers will be required to retake and pass the South Carolina producer licensing examination and pay a \$25 license fee. Nonresident producers will have to reapply and pay the \$25 license fee.

Effective January 1, 2011, producer license renewals will be processed by birth month and birth year as will continuing education compliance. Details of the birth month and birth year renewal process will be placed on the Department's website at a later date. Please check the Department's website periodically for important information regarding this process.

THE RENEWAL FEE DOES NOT TAKE THE PLACE OF THE CE RECORDKEEPING FEE THAT MUST BE PAID DIRECTLY TO PROMETRIC BY MAY 1, 2010. THESE ARE SEPARATE AND DISTINCT FEES.

PRODUCER RENEWAL INSTRUCTIONS ARE AS FOLLOWS:

Producer Renewal: Two Options for renewal will be available:

Renewal notices will be mailed to producers in June 2009 to the address on record with the South Carolina Department of Insurance. **Paper applications will not be accepted.** Renewal begins on July 1, 2009 and ends on November 1, 2010.

RENEWAL OPTION 1:

Go ONLINE to renew on the Department's website which will be available **July 1, 2009 to November 1, 2010.**

1. Go to the department's home page (www.doi.sc.gov).
2. Click on "Renew Individual License Demonstration" button to obtain a review of the online renewal process. Return to the home page and continue with the renewal process.
3. At the top of the home page, click on "SCDOI Online Services."
4. Under the General Public heading scroll down to "Renew Individual License."
5. Enter your social security number and birth date information.
6. Choose the License you are renewing.
7. Follow the instructions on the screen.
8. Select payment option.
9. Once the renewal is completed, a confirmation page will be displayed. Please print and keep this page as your receipt.

Fees may be paid by electronic check, or by credit card. If paid by credit card, a \$1.43 processing fee will be added to the \$25 license renewal fee.

RENEWAL OPTION 2:

1. **Go ONLINE to renew at: www.nipr.com. (NIPR will be available from **August 15, 2009 to November 1, 2010.**)**
2. **Follow NIPR's online instructions.**
3. Individuals renewing through NIPR must pay a \$5 renewal transaction fee.
4. Once the online renewal is completed, NIPR will send an email confirming that the renewal has been accepted. Please keep NIPR's email as your receipt. Do not send verification to the Department.

TO CHECK THE STATUS OF YOUR RENEWAL, DO THE FOLLOWING:

1. Go to the Department's home page (www.doi.sc.gov)
2. On the left side of the screen, click on the "SC LICENSEE LOOK UP" button.
3. Click Search for individuals.
4. Key in your license number OR your last and first name.
5. When the next screen displays, click on the individual's name.
6. Scroll down to license type and click. Your renewal status will be reflected on the next page.

If you have any questions, please contact the Office of Individual Licensing by email at agntmail@doi.sc.gov.